

The following information provides you with guidance to manage the financial assistance you are receiving and help in filling out forms for the Aquatic Invasive Species (AIS) Prevention Grant Program – Clean Boats, Clean Waters Grant.

<b>Project Grant Awards</b>	You have received a signed grant agreement from the Department outlining the approved project scope, time period and budget.
<b>Grant Agreement Effective Dates</b>	All Clean Boats, Clean Waters grants have a start date of February 15 and an end date of December 31. All eligible project costs must be incurred during this time period. Costs incurred prior to the start or after the end date will not be eligible for reimbursement. Time extensions will not be granted.
<b>Financial Administration During the Project Sponsor's Responsibilities</b>	<p>The accounting procedures and fiscal controls used to record project costs must be based on generally accepted accounting principles. You must:</p> <ul style="list-style-type: none"> <li>• Establish a separate ledger account for project expenditures</li> <li>• Itemize all project expenditures in sufficient detail to indicate the exact nature of the expenditure and evidence of that expenditure</li> <li>• Maintain payroll vouchers for salaries and wages. If payroll voucher forms are not used, a statement must be prepared at the end of each pay period showing the names of employees, the hours spent on the project, tasks performed, and the gross amount of salary earned by each. The statement must be verified by the official responsible for the project and approved by appropriate authority.</li> <li>• Maintain all financial records for a minimum of 3 years after the project is completed.</li> <li>• Project expenditures must be itemized on the Grant Payment Worksheet, form number <a href="#">8700-001</a>.</li> </ul>
<b>Eligible Expenses</b>	<p>Eligible expenses include:</p> <ul style="list-style-type: none"> <li>• Payment to inspectors or in-kind donation of volunteer inspector hours</li> <li>• CBCW clothing or supplies from UW-Extension Lakes</li> <li>• Costs related to administration of the program or entering hours into SWIMS</li> <li>• Time spent at CBCW workshops or training</li> </ul> <p>Note: Mileage is not an eligible expense</p>
<b>Local Share</b> <i>(Grantee Share of Cost)</i>	<p>The grantee must match the funding provided under the grant at a rate of 25% of the total project cost. Matching funds may include the substantiated value of donated materials, services and labor subject to all of the following:</p> <ul style="list-style-type: none"> <li>• The value of donated, non-professional labor shall be \$12.00 per hour.</li> <li>• The value of donated materials and professional service shall conform to market rates.</li> </ul>
<b>Claims for Reimbursement</b>	<p>Claims for payment of project expenditures are made on a reimbursement basis. To be eligible for reimbursement all costs must be:</p> <ul style="list-style-type: none"> <li>• Incurred during the project time period shown in the grant agreement</li> <li>• Fit within the scope of activity summarized in the grant agreement</li> <li>• Reflect the state aid project amount shown in the grant agreement</li> </ul> <p>Claims for final payment shall be submitted within 6 months after the project ending date on forms provided by the Department.</p> <p>All Clean Boats, Clean Waters grants will automatically receive an advance payment of 25% of the grant award amount. One partial reimbursement will be processed as long as progress with project implementation is shown and corresponding data is entered into SWIMS.</p>

<b>Required Documentation</b>	<p>The following documentation is required to process a claim for reimbursement of project expenditures:</p> <ul style="list-style-type: none"> <li>• Completed department reimbursement Form 8700-001, Grant Payment Request &amp; Worksheet – No additional proof of payment, invoices, or cancelled checks are required.</li> <li>• CBCW inspection data must be entered into the Surface Water Integrated Monitoring System database (SWIMS) to show progress with project implementation matching the reimbursement request.</li> </ul>
<b>Final Report Requirements</b>	<p>All watercraft inspection data must be entered into the SWIMS database by December 31<sup>st</sup> of the grant agreement year. The completed database entry will serve as the grant final report and no additional reporting is necessary.</p>
<b>Send All Claims for Reimbursement to:</b>	<p><a href="mailto:DNR CBCW Grants@wisconsin.gov">DNR CBCW Grants@wisconsin.gov</a> (preferred method)</p> <p>WI Department of Natural Resources Attn: Laura MacFarland 107 Sutliff Avenue Rhineland, WI 54501</p>
<b>Audits</b>	<p>The state has the right to audit or examine all books, papers, accounts, documents or other records of the Sponsor as they relate to the project for which the funds were granted.</p> <p>The Sponsor must retain all project records for a period of not less than 3 years after final payment or final disposition of audit findings.</p> <p>The purpose of an audit is to check compliance with the terms of the grant agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.</p>
<b>When a Project is Not in Compliance with the Grant Agreement</b>	<p>If the department finds that a project has not been satisfactorily completed by the expiration date of the grant agreement or that the Sponsor has violated a term of the grant agreement, the department may terminate the grant and seek reimbursement of the state share or a portion of the state share previously distributed to the Sponsor.</p>
<b>Who to Contact with Questions</b>	<p>Laura MacFarland Environmental Grants Specialist <a href="mailto:Laura.MacFarland@wisconsin.gov">Laura.MacFarland@wisconsin.gov</a> (715)365-8920</p> <p>Alex Delvoye Surface Water Grants Program Assistant <a href="mailto:Alexandra.Delvoye@wisconsin.gov">Alexandra.Delvoye@wisconsin.gov</a> (608)264-6021</p>